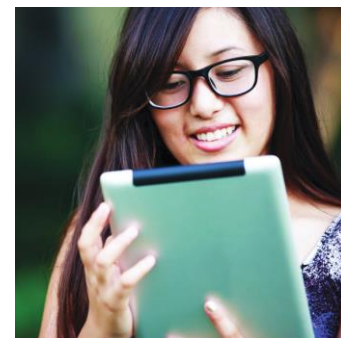




# How to Guide

Add Sponsors and Members to an  
Organizational Account




The Primary Contact can add additional teachers, or Sponsors, who can download books for students and members. Sponsors can also add additional educators as Sponsors. Sponsors and members can be added one by one or in a group using a downloadable spreadsheet.

## Add Sponsors and Members One by One

### Sponsors

1) Select the "Sponsors" link on the "My Bookshare" page.

The screenshot shows the 'My Bookshare' page for a user named Tanya Teacher. In the left sidebar, under 'My Bookshare', the 'Sponsors' link is circled in red. Other links in the sidebar include My History, My Reading Lists, Members, Upload Roster, Organization Info, My Requests, Download Reading Tools, and My Account. The main content area shows a welcome message, recent news, and three buttons: 'Read Our Books in Braille', 'Get Answers in the Help Center', and 'Help Students Access Books'. Below these are tabs for 'Recent Books' and 'Reading Lists'. A table of recent books is visible, with the first book being 'A Very Large Expanse of Sea' by Mafi, Tahereh.

Title	Author	Action
 A Very Large Expanse of Sea	Mafi, Tahereh	<a href="#">Add to Reading List</a> <a href="#">Download...</a>

2) Select "Add a Sponsor".

The screenshot shows the 'Manage Sponsors' page. The 'Sponsors' link in the left sidebar is circled in red. The main content area has a heading 'Sponsors' with a plus icon circled in red. Below the heading is a description: 'Sponsors are additional staff that download books for your students and manage your rosters.' There are filters for 'District' (All Districts) and 'School' (All Schools), and a 'Filter' button. A 'Sort' dropdown is set to 'By Last Name', and there is a 'Search Sponsors' input field. Below the filters, it says '3 results'. A table lists the sponsors:

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
<input type="checkbox"/>		Edward	Educator	—	Science Teacher	edwarde-demo@bookshare.org	6506443445
<input checked="" type="checkbox"/>		Prima	Sponsora	—	Teacher	sponsor1@bookshare.org	650-644-3400
<input type="checkbox"/>		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

At the bottom of the table, the 'Add Sponsor' button is circled in red. There is also a 'Remove Sponsor' button.

- 3) Enter the information and select "Save." The new Sponsor will get an email prompting him/her to create a password.

## Add New Sponsor

First Name\*

Last Name\*

District

— ▾

School

— ▾

Title\*

Email\*

Phone\*

**NOTE:** Sponsors must be staff or faculty, or professionals working with your organization. Sponsors cannot be parents (unless employed by your organization) or volunteers.

Save

Cancel

## Members

- 4) Select "Members" from the "My Bookshare" page.

## My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members**
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Learn More

- What account should my students use?
- Help your students access books independently
- How to Use Reading Lists
- Explore All Reading Tools
- Join the Bookshare Discussion Forum

### Welcome Tanya Teacher

Recent News

Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life

Dyslexia Doesn't Slow Ryan Down

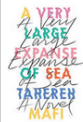
Read Our Books in Braille

Get Answers in the Help Center

Help Students Access Books

Recent Books

Reading Lists

Title	Author	Action
 A Very Large Expanse of Sea	Mafi, Tahereh	<a href="#">Add to Reading List</a> <a href="#">Download...</a>

5) Select "Add a Member".

## Manage Members

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Manage Members | [View Individual Members](#) | [Upload Roster](#)

Members are students or clients that have a qualifying print disability.

District:  School:  [Filter](#)

☒ My Quicklist Only  [Q](#) Sort:

6 results

	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	<a href="#">✎</a>	Jane	Doe	JDStudent	—	12	Yes	04/08/1999	Organization	Learning	
<input type="checkbox"/>	<a href="#">✎</a>	Jane	Roe	(private)	Demo District Demo High School	9	Yes	07/12/2004	Org + Individual	Visual	504, IEP
<input type="checkbox"/>	<a href="#">✎</a>	John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>	<a href="#">✎</a>	June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>	<a href="#">✎</a>	Stan	Smith	teststan	District M P100Q	9	Yes	01/01/2000	Organization	Physical, Learning	IEP
<input type="checkbox"/>	<a href="#">✎</a>	Susan	Smith		—	4	Yes	06/23/2009	Organization	Visual	

[Add Member](#) [Add to Reading List](#) [More Actions](#) ▼

6) Enter information and select "Save".

### Add New Member

Account Details

This account information will allow your member to access books.

First Name*	<input type="text" value="Jane"/>	Username	<input type="text" value="JaneDoe"/>
Last Name*	<input type="text" value="Doe"/>	Password	<input type="text" value="JaneDoe12345"/>
Birth Date* (MM/DD/YYYY)	<input type="text" value="05/01/2002"/>	Quicklist	<input checked="" type="checkbox"/>
Current Grade*	<input type="text" value="Select one"/>	District	<input type="text" value="—"/>
		School	<input type="text"/>

Qualifying Information

This form serves as proof of disability in place of sending signed documentation.

<b>Disability*</b>	<b>Plans</b>
<input type="checkbox"/> Visual	<input type="checkbox"/> User has an IEP
<input checked="" type="checkbox"/> Learning	<input type="checkbox"/> User is 504 Qualified
<input type="checkbox"/> Physical	

Reading Preferences ▼

[Save](#) [Cancel](#) [Remove Member](#)

## Add a Group of Sponsors and Members

- 1) On the "Sponsors" or "Members" page, select the cloud icon to access the "Upload Roster" page.

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

## Members

Members are students or clients that have a qualifying print disability.

Filter by: **Members** All Members **Grade** All Grades

**District** All Districts **School** All Schools **Filter**

**Sort:** By Last Name  **Q**

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Jane	Doe		—	7	Yes	03/05/1997	Organization	Learning	
<input type="checkbox"/>		Jane	Doe	JDoe12345	—	6	Yes	05/05/1996	Organization	Learning	
<input type="checkbox"/>		John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>		June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>		Stan	Smith		—	9	Yes	03/05/1996	Organization	Learning	
<input type="checkbox"/>		Susi	Smith	SusieSmith123	—	5	-	05/05/2002	Organization	Visual	504

Add Member Add to Reading List **More Actions**

- 2) Download the "New Member Roster Template".

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Manage Members | View Individual Members | Upload Roster

## Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

### Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

This form can be used in place of sending signed documentation.

**New Member/Sponsor Roster Template**

### Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

- 3) The Template has three tabs: “Members”, “Sponsors”, and a “Help” tab. Select “Members” and “Sponsors” and enter names and information.

[illegible]

- 4) Save and upload the file. Members and Sponsors will be added to your roster in 2-4 business days.

# My Bookshare

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My Bookshare

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Manage Members

View Individual Members

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[New Member/Sponsor Roster Template](#)

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Choose File

file chosen

Upload